



City of Seat Pleasant

Office of the City Council

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name: Council Clerk

Date of Report: November 5, 2018 Reporting Period: September 1-September 31, 2018

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- Communicated with Ms. Kittrell to reserve Activity Center for September Ward Meeting
- Communicate with Public Works for set up of September Ward 5 Meeting
- Council Clerk prepared flyers, agendas, sign-in sheets, for Ward V
- Attend Ward V Meeting for the month of September
- Council Clerk maintain all City Councils Calendars
- Council Clerk maintained and Scheduled Council Chambers for the month of August
- Contact vendors for September Ward meeting
- Confirm speakers for September Ward meeting
- Update Ward Sign-In spreadsheets
- Process Purchase request for Ward Meeting reimbursements
- Coordinate w/ Public Works and Public Engagement Department to request equipment for ward meeting
- Attended Administrative Professional Administrative conference
- Assist Public engagement assistant in NetSuite
- Met with Councilmember Porter for assignments
- Met with Councilmember McCarthy for assignments for trunk or treat
- Follow-up with hotels for NLC conference
- Communicate with representative for legacy award on behalf of Chief Operating Officer
- Attend Women in Economic Development luncheon w/ City Councilmembers
- Attend People for Change Coalition meeting w/ Councilmember Sistrunk
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